

CLERK TYPIST II (016A24)

\$12.24 - \$16.41 Per Hour

Part-Time

Apply by May 31, 2006

THE POSITION

This is intermediate level varied clerical work of average difficulty. Work involves typing and clerical duties of a varied and occasionally complex nature. The relative difficulty and responsibility of clerical work is a primary factor distinguishing positions in this class from Clerk Typist I. The clerical work performed is usually not of a routine nature and involves a variety of tasks. A major function of this class is rapid, accurate typing of letters and reports from drafts, notes or dictation equipment using a typewriter or word processing equipment. Under general supervision, employee receives instructions orally and in writing and performs reasonable initiative and independent judgment in addition to tact and courtesy when contact with the public and other municipal employees is involved. The employee in this class is expected to be able to explain minor administration decisions, complex regulations or technical information. Supervision is received for difficult and important work and supervision may be exercised on an assigned or temporary basis over subordinate personnel. Work is reviewed while in progress and upon completion through observation and results obtained.

Approximately 20 hours per week, 4 hours a day, 5 days a week, 8:00 a.m.–12:00 p.m.
or 9:00 a.m. – 1 p.m.

Employee would report to the: ***Sanitation Administration
Department of Public Works
220 SW 14 Avenue
Building 4B
Fort Lauderdale, FL***

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Graduation from a standard high school or possession of a G.E.D. from a recognized issuing agency.
2. Possession of a minimum of one (1) year full-time paid general office work experience involving the frequent use of typing skills, preferably in a computerized environment.
3. Typing requirement – minimum 45 words per minute.
4. **Special Requirement:** Experience with Outlook, Word and Excel required.

HOW TO APPLY: *Submit applications to:* ***City of Fort Lauderdale
Department of Human Resources
100 North Andrews Avenue, 3rd Floor
Fort Lauderdale, FL 33301
Monday - Friday 7:45 A.M. - 4:00 P.M.***

Applications are available at www.fortlauderdale.gov

APPLICATIONS WILL BE REVIEWED AND THE HIRING AUTHORITY WILL CONTACT THOSE APPLICANTS WHOSE APPLICATION REFLECTS THE BEST MATCH OF EXPERIENCE FOR THE POSITION.